



Department  
of Commerce

Division of Real Estate  
& Professional Licensing

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Sheryl Maxfield, Director

March 12, 2021

InterNACHI  
4635 Nautilus Court South  
Suite C  
Boulder, Colorado 80301

**Course Provider: InterNACHI**  
**Course Certification Number: HIQ00070103 21**  
**Course Name: Ohio Pre-Licensing Program**

Dear Mr. Gromicko,

**\*\*PLEASE READ THE BELOW INFORMATION AS IT CONTAINS INFORMATION REGARDING YOUR REQUIREMENTS AS AN OHIO QUALIFYING EDUCATION PROVIDER FOR HOME INSPECTORS.**

I am pleased to inform you that the course (see below) you recently submitted to the Division of Real Estate for education recognition has been approved.

<u>Certification Number</u>	<u>Course Title</u>	<u>Approved Hrs</u>
HIQ00070103 21	Ohio Pre-Licensing Program	86 hours

Please note, the following instructor has been approved for this offering: Ben Gromicko.

Please note that the course and the instructors listed above were approved on March 12, 2021. The course and instructor approvals will expire on March 12, 2024.

Please confirm the information about your course and instructor listed above are correct. Should any information be incorrect or if for any reason there is a change that must be made to your course (e.g. change of instructor or substantial change to the course consisting of a change to the course content, description or syllabus that is greater than 1/3 of the original course approval), in accordance with Ohio Administrative Code 1301:17-1-07(A)(2) you must provide a completed substantial change application and a course instructor certification (if applicable) to the Division at least 3 days prior to of the change. See below for links to these applications.

[https://www.com.ohio.gov/documents/REPL\\_HIInstructorCertification\\_v1.2.pdf](https://www.com.ohio.gov/documents/REPL_HIInstructorCertification_v1.2.pdf)

[https://www.com.ohio.gov/documents/REPL\\_HIQESubstantialChangeApplication\\_v1.2.pdf](https://www.com.ohio.gov/documents/REPL_HIQESubstantialChangeApplication_v1.2.pdf)

The rule regarding qualifying education requirements & course approval can be found by clicking the below link:

<http://codes.ohio.gov/oac/1301:17-1-07v1>

As an approved course provider, you are responsible for knowing and following the above-mentioned rule. The following is a summary of some of the administrative requirements:

### **1) Certificates of Attendance**

All education providers are responsible for the creation and distribution of certificates of attendance to those students who successfully complete the class. The certificate must contain the official course certification number, the name and address of the student, the course title, the name of the course instructor(s) who instructed that specific offering, the course hours completed by the student, the date(s) of the course offering, and the name, address and signature of your course verifier. A sample certificate is enclosed.

### **2) Reporting Attendees to the Division of Real Estate**

All education providers are required to submit a list of students that have successfully completed a course (roster). Rosters should be prepared in an excel spreadsheet and be submitted to [COMRealEstateOHIB@com.state.oh.us](mailto:COMRealEstateOHIB@com.state.oh.us). Please prepare the communication to my attention and include your certification number in the subject line. **Rosters must be submitted within 15 days of the course completion. Your spreadsheet must include:**

- (A) Your course certification number assigned by the Division;
- (B) The course title on file with the Division;
- (C) The date(s) of the course offering;
- (D) The name(s) of the instructor(s) who instructed that specific offering;
- (E) The name of your course verifier for that specific offering the name;
- (F) The name and address of the student; and
- (G) The course hours completed by the student.

**Please be aware that this is the provider's requirement. Students are still required to submit copies of their education certificates with their initial license application.**

### **3) Attendance Verification and Record Keeping**

All education providers are responsible for verification that each attendee receiving education credit is physically present at least 90 percent of the class time. One class hour consists of sixty minutes of instruction out of a sixty minute segment. Verification of attendance is required and must be maintained in your records. All education providers are required to maintain complete and accurate records of their courses and attendees for a period of **FOUR** years and must including the following information:

- (A) The course certification number;
- (B) Name and address of the student;
- (C) Course title, description of the offering and name of course instructor(s);
- (D) Course hours of attendance;
- (E) Date(s) of the course offering; and
- (F) Name, address and signature of course verifier in your employment.

If you have any questions, please feel free to contact me at (614) 466-5042 or at [edward.woodruff@com.state.oh.us](mailto:edward.woodruff@com.state.oh.us).

A handwritten signature in blue ink, appearing to read "E Woodruff".

Edward Woodruff  
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Ohio Division of Real Estate & Professional Licensing  
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